

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



Employee Name	MORGAN, Brett
Expense Dates	05/05/09-05/22/09
Total Expense Amount	785.81
Amount Due Employee	349.08
Form ID	TEA000453493

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/05	Road Tolls	4.50	
2)	05/06	Gasoline	34.10	
3)	05/06	Parking, Auto	18.00	
4)	05/06	Lodging	92.40	
5)	05/18	Road Tolls	8.00	
6)	05/21	Lodging	94.08	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by:

MATTHEW L. CATE

Travel & Expense Account Summary

Employee Name Brett MORGAN
Expense Dates 05/05/09-05/22/09
Report Name May 2009 Travel

Request Total \$ 785.81
Direct Charge Total - 436.73
Travel Advances - 0.00
Net Due Employee = 349.08

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Moreland - WSP	134.08
Regular Travel	Delancy Street	8.00
Non-Travel Expenses	Medal of Valor	9.00
Regular Travel	3 Prison Tour	634.73

NOTE: (d)=Direct Charge

DATE	Tue May 5	Wed May 6	Wed May 6							TOTAL
Commercial Air Fare (d)	344.20									344.20
Road Tolls	4.50									4.50
Lunch	10.00									10.00
Dinner	18.00									18.00
Incidentals	6.00									6.00
Auto Rental (d)		92.53								92.53
Gasoline		34.10								34.10
Parking, Auto		18.00	9.00							27.00
Lodging		92.40								92.40
Breakfast		6.00								6.00
TOTALS \$	382.70	243.03	9.00							634.73

DATE	Thu May 14									TOTAL
Parking, Auto	9.00									9.00
TOTALS \$	9.00									9.00

**Travel & Expense Account
Summary**

DATE	Mon May 18									TOTAL
Road Tolls	8.00									8.00
TOTALS \$	8.00									8.00

DATE	Thu May 21	Fri May 22								TOTAL
Lodging	94.08									94.08
Lunch		10.00								10.00
Breakfast		6.00								6.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
TOTALS \$	94.08	40.00								134.08

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	3 Prison Tour	05/05/09	Commercial Air Fare	344.20	Direct Charge
Regular Travel	3 Prison Tour	05/05/09	Road Tolls	4.50	Cash
Regular Travel	3 Prison Tour	05/05/09	Lunch	10.00	Cash
Regular Travel	3 Prison Tour	05/05/09	Dinner	18.00	Cash
Regular Travel	3 Prison Tour	05/05/09	Incidentals	6.00	Cash
Regular Travel	3 Prison Tour	05/06/09	Auto Rental	92.53	Direct Charge
Regular Travel	3 Prison Tour	05/06/09	Gasoline	34.10	Cash
Regular Travel	3 Prison Tour	05/06/09	Parking, Auto	18.00	Cash
Regular Travel	3 Prison Tour	05/06/09	Lodging	92.40	Cash
Regular Travel	3 Prison Tour	05/06/09	Breakfast	6.00	Cash
Regular Travel	3 Prison Tour	05/06/09	Parking, Auto	9.00	Cash
Non-Travel Expenses	Medal of Valor	05/14/09	Parking, Auto	9.00	Cash
Regular Travel	Delancy Street	05/18/09	Road Tolls	8.00	Cash
Regular Travel	Moreland -	05/21/09	Lodging	94.08	Cash
Regular Travel	Moreland -	05/22/09	Lunch	10.00	Cash
Regular Travel	Moreland -	05/22/09	Breakfast	6.00	Cash
Regular Travel	Moreland -	05/22/09	Dinner	18.00	Cash
Regular Travel	Moreland -	05/22/09	Incidentals	6.00	Cash

**Travel & Expense Account
Summary & Detail**

Comments

Subject	Comment
Trip Selection	RJD, CAL & CEN Trip 5/5/09 7:00AM to 5/6/09 10:00 PM